



ADDENDUM NUMBER 2

REQUEST FOR PROPOSAL CITY OF SANDY SPRINGS GENERAL GOVERNMENT SERVICES

RFP # FC-FY19 FACILITIES SERVICES

**PROPOSALS DUE:
JANUARY 31, 2019 NO LATER THAN 2:00 P.M.**

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP.

To All Prospective Offerors:

In reference to the RFP listed above, the following answers to questions, additions, deletions and changes are hereby incorporated into the Request for Proposal:

Page Specific Questions:

| Page | Reference | |
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| B-4 | B-5 Purchasing | Is the "Contract Phase-In" for the Base Year and associated tasks included in Table on page L-4-1 (PW)? Answer: No |
| E-1 | E.1(a) Purchasing | Does the City currently maintain a system for inspecting all services? If yes, what is that system? Answer: No. |
| E-1 | E.1(c) Purchasing | Where indicated "...performs inspections or tests on the premises of the Contractor or subcontractor..." is the contractor required to have a location in or near Sandy Springs? Will each facilities task order assign a contractor office within the facility? Answer: All general government services except Call Center services are located in City facilities. The contractor headquarters is not required to be in Sandy Springs. |
| G-5 | G.5(b)(1) Purchasing | Is there a current City-wide Property Management System in place? If yes, what is the system? If not, will the contractor be required to implement one system for the City or by task order? With multiple contractors, will there be multiple Property Management Systems? Answer: The City utilizes a software program called Facility Dude. |

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| G-8 | (f)(1) Purchasing | The solicitation indicates that contractors establish and implement property management plans, systems, and procedures at the contract, program, site, or entity level. Should we assume that we will need to address only one of these levels or all four? Answer: All four. |
| G-13 | (b)(viii & ix) Purchasing | Regarding Background Checks, will a DD214 suffice for military records and what state licensing records are required for review? Answer: A DD214 will be acceptable for military records. Some positions have licenses or certifications that are required and must be maintained to qualify for the position. State licensing or certifications records will be required in these instances. |
| G-14 | (2) Purchasing | Will there be any work that requires working with minors? If yes, would you indicate which personnel will be required to undergo a more detailed background check? Answer: No direct work with minors is anticipated with this work package. |
| H-1 | H.1(b) Purchasing | What is the anticipated time allotted to respond to an RTOP? Answer: The designated time allotted for completion will be stated in the RTOP document. |
| I-11 | I.10(c)(6) Purchasing | We carry pollution liability insurance and subcontract for asbestos identification/remediation and lead-based paint. Would the City change the requirement to reflect that the contractor must ensure any subcontractors must be state licensed and registered in addition to carrying the requisite insurance? Answer: The City will not change this requirement. |
| J-1-6 | 3.0 a) 14) Purchasing | Please provide the City holidays Answer; New Year's Day, Martin Luther King , Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day and the day after, Christmas Day. |
| J-1-7 | Diagram | Please confirm the Landscaping Coordination and Physical Security are the only 2 subcontracts held by the City. Answer: Yes Would you provide the names of the subcontractors? Answer: Allied Universal provides security and Ruppert Landscaping provides landscaping coordination. Is there an incumbent contractor for facilities services or is the remaining work completed by City employees? Answer: Yes there currently is a contractor providing these services If yes, would you provide the name of the incumbent? Answer: AECOM is the current contractor Is there a Collective Bargaining Agreement in place? Answer: No. If yes, which Union? |
| J-1-9 | 3.1.1.3 | Is there a current CMMS in place? If yes, please provide the system. Answer: Yes the City's CMMS is Facilities Dude. |
| J-1-10 | 3.3.1.6 a) | Is there a landscaping contractor in place or will be expected to subcontract these services under our task order? Answer: Yes, there is currently a landscape contract in place. The selected contractor will manage the current landscape contractor under the task order. |
| J-1-10 | 3.1.2 c) & d) | For background checks and access control cards, is this task for our staff or for all City staff in the building(s)? Answer: All access control cards are issued from the City's security office. Awarded contractors must provide the required background |

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| | | checks. The security manager will keep on file all of the City's staff background checks. |
| J-1-10 | 3.1.2 e) | Please provide details on what type of investigations may be required and how frequently (historically) this is required. Answer: This could be anything from simple falls to loss prevention in the work place. Investigations are conducted primarily through video analytics and interviewing involved staff members. |
| J-1-10 | 3.1.2.2 b) c) | Does the training for evacuation and safety include contractor staff or all building staff? Answer: It includes all staff that work in the City Springs complex. |
| J-1-11 | 3.1.2.3 | Please provide additional detail on the tasks involved with Lobby Reception Operations. Answer: The lobby reception is a concierge type service that meets and greets visitors to City Springs Facilities. Reception also issues temporary access cards, monitors video cameras and works with contracted security guards. |
| J-1-11 | 3.1.2.5 | Is the City or the contractor responsible for paying for mailroom and City Hall supplies? If contractor, please provide a listing of supplies along with frequency of use and replenishment. Answer: Mail room supplies and postage are paid for by the City |
| J-1-11 | 3.1.2.6 | Is "contracted physical security staff" a separate contractor for the City? Answer: Yes Please confirm we do not provide security staff (other than a Security Manager). Answer: Confirmed. The selected contractor will only need to provide the Security Manager. Will we be required to subcontract this activity at the task order level? Answer: No |
| J-1-13 | 4.1.2.2 d) | Is CEPTED acronym the Crime Prevention Through Environment Design? Answer: Yes. |
| J-1-14 | 6.0 City Furnish Property | We are assuming this bid includes the Base Year. Would the City provide City-owned tools for contractor use and please provide equipment list (including security systems) with age, size, and manufacturer. Answer: The City will provide all tools needed to perform the work required by the contract. The City will work with the awarded contract to create a list of the items utilized as part of the Facilities services contract. |
| J-6-1 | Attachment 06 Purchasing | Are resumes to be included in the response for all seven of the positions identified in the table? Answer: Resumes are only required for key personnel. How do we complete the resume template where it requests task order information? Answer: The task order for the first year of the Facilities Services contract will be FC-FY20-01. |
| J-6-1 | Attachment 06 | Is the Facilities Building Maintenance Tech equivalent to the Building Engineer described on page J-2-3? Answer: Yes this is correct. |
| L-6 | L.8.5.1 Table L.1 Purchasing | Requests Key Personnel Resumes. Page G-16 (G.8) indicates that key personnel are defined in individual task orders. We are unclear about the resumes we should provide. For example, corporate resumes? Please provide additional information for meeting the requirements of the solicitation. Answer: Please see attachment L-4 for the Task Order template and |

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| | | Attachment L-1 Key Personnel Resume for the format of the resumes. |
| L-7 | L.8.5.2 Purchasing | Should the Volumes be single- or double-sided printing? Answer: Single-sided. |
| L-9 | L.8.8.4 Purchasing | Is the list of Performance Confidence Questionnaires included in the page count? Answer: Yes. |
| L-13 | L.8.9.4.3 | What supplies are required for the Phase-In? Answer: Supplies are determined by the contractor and provided by the City if not already in place. On page J-1-14 6.0, the solicitation indicates the city will provide all office supplies. Please clarify. Answer: Any general supplies necessary to perform their duties. |
| L-17 | L.8.9.5 Purchasing | Are the instructions for Task Order Proposal Preparation for completion after IDIQ award and in response to RFTOP? Answer: No. A Task Order for the initial term is required as part of the submittal in Volume III. |
| L-19 | L.8.10.1 Purchasing | For the Model Contract submission, are we to submit all pages of Sections A – J or the 4 identified documents – Cover Sheet, Attachments 08, 06, & 07? Answer: All pages of Sections A-K plus the additional requested attachments should be submitted as part of the executed contract. |
| M-2 | d. Subfactor 4 Purchasing | Is the contractor to determine who is considered “Key” or should we assume all position from the historical staffing are key? Answer: Please see attachment L-4 the task order template. |
| Page | Reference | |
| G-5 | (b) Purchasing | Under Property Management, is all acquisition of property done by the City, or does the subcontractor purchase this property and will be reimbursed from the City? Answer: All acquisition is done by the City. |
| G-6 | (d) City- Furnished Property Purchasing | Should the contractor assume that we will receive all property and equipment from the City? Answer: Yes . Please detail the property and equipment we will receive. Answer: Any property and equipment necessary to perform required services. |
| G-11 | (ix) Purchasing | Can the city provide a list of equipment that the contractor would be responsible for maintaining? Answer: No, the City will work with the contractor to develop a list. Any property and/or equipment issued to the contractor would be its responsibility to maintain but at the cost to the City. |
| G-11 | (2) Purchasing | Can the city provide more information on maintaining the city accounting source data? Answer: The contractor is responsible for maintaining all required documents, working in conjunction with the City's Finance Director and City Clerk. |
| G-12 | G.6 Purchasing | In addition to the City logo, will the contractor also wear their logo? Is it required that subcontractors also have the City logo on their uniforms? Answer: No, only the City logo is used. |
| J-1-4 | 2.1.1 | Can the city provide more information on all the buildings, equipment, list of landscaping areas contractor will be responsible for, etc.? Answer: The 3 primary buildings the Facilities department maintains are: (City Springs/295,000 sq. ft.) 1 Galambos Way, :(Warehouse/14,000 sq. ft.) 7477 Trowbridge Road; and :(Municipal Court House/15,000 sq. ft.) 7480 Roswell Road, Suite 510 |

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| J-1-8 | 3.1.1 a) | Is the contractor permitted to recommend a CMMS system? Answer: Yes the contractor can recommend a CMMS system but the City has been using the current CMMS system for over 3 years. |
| J-1-8 | 3.1 d) | Is the contractor required to subcontract work for building engineering or can the tasks be completed by contractor staff? Answer: The contractor is to provide daily maintenance for building engineering. The City currently has contracts with subcontractors for higher levels of maintenance which will be managed by the awarded contractor. |
| J-1-8 | 3.1.1.1 a) | Does the city have subcontracts that will provide the services listed? If yes, can you provide that information? Answer: Please refer to the previous question. |
| J-1-9 | 3.1.1.1 b) | What is the current Building Automation System? Answer: JCI Metasys |
| J-1-9 | 3.1.1.1 d) | Are there current outside contractors in place? If yes, please provide their information. Answer: Please refer to previous questions. Does the City require that all work under this WBS 17.1 SOW be completed by outside contractors? Answer: All work done in WBS 17.1 must be completed or managed by the awarded contractor. |
| J-1-9 | 3.1.1.2 | Does the City have a subcontractor maintain the fountains, and the winner of the facilities task order would manage this subcontractor? If yes, please provide information on the subcontractor. Answer: Currently the incumbent contractor maintains the daily operations of the fountains. Repairs and higher level maintenance are provided by a subcontractor named Aqua Underground when required. |
| J-1-9 | 3.1.1.4 | How many events are their normally in a calendar year that will need support? Answer: The City currently has over 400 events scheduled annually that the incumbent contractor provides MEP support. Are all events in the evening and weekends or is there a percentage you can provide? Answer: Events can be 7 days a week and anywhere from 8:00am to 11:59pm daily, including weekends. During weekend and night events, what is the required contractor staffing (lobby, security, loading dock, etc.)? Answer: The City currently has at least 1 engineer per shift to cover nights and weekends. Loading dock and lobby afterhours are not within the responsibilities of the Facilities contractor. |
| J-1-10 | 3.1.2.2 | Are their currently plans for all items indicated in the WBS that will have to be developed? Answer: There are currently plans and procedures in place. The City Springs Facility opened in May of 2018 and the City is currently reviewing and updating all SOP's. |
| J-1-11 | 3.1.2.4 | Does the city have a subcontractor performing all loading dock operations, and the winner of the facilities task order would manage this subcontractor? Answer: The incumbent contractor has a full time Dock Master operating the loading dock. IF yes, please provide information on the subcontractor. |
| J-1-11 | 3.1.2.6 | We assume there is an existing subcontractor hired by the city that performs the requirements in the WBS on Physical |

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| | | Security and the new contractor is only required to manage this subcontract? Answer: Correct. |
| J-2-2 | Chief Building Engineer | It appears this position includes only management and oversight. In addition to the tasks identified, would you provide expectations for hands-on facilities work (preventive maintenance, operations...)? Answer: Yes. The CBE is required to perform maintenance on building systems. |
| J-2-3 | Building Engineer | It appears this position includes only management and oversight. In addition to the tasks identified, would you provide expectations for hands-on facilities work (preventive maintenance, operations...)? Answer: The Building Engineers are required to have mechanical/electrical knowledge and perform like repairs on building systems. |

General Questions:

- How can we obtain copies of the current contracts? **Answer: The current contracts have been revised and are not relevant to this procurement.**
- What is the current pay rate per position? **Answer: Please use the link below to access the most recent fiscal years task orders from the June 19, 2018 Mayor and Council meeting to see the current pay rates per position.**

<http://www.sandyspringsga.gov/Home/Components/MeetingsManager/MeetingAgenda/HtmlView/?id=4749&published=True&includeTrash=False>

- On the current contract, how many vendors were awarded? **Answer: Multiple qualified vendors were awarded contracts but only one task order was awarded per work package.**
- Companies without OSHA violations, how do you want it addressed in the bid package? **Answer: A statement that there were no OSHA violations should be included in that section of the bid package.**
- Regarding Key Personnel resumes -- If a Key Person has been with our firm for more than five years, are we correct in assuming that we would not need to provide the information requested in Attachment L-1 part 9? Part 9 reads as follows:

Previous positions (last five (5) years)

- Firm and period of employment
- Significant experience
- Number and type of employees supervised
- Specific projects
- Immediate supervisor's name, address, telephone number and
 - employer (indicate if supervisor may be contacted)
- Provide two (2) customer references, including address and
 - telephone number

Answer: The information requested should be provided even if it is for experience with your firm.

- For a Key Person who has not been with our firm for at least five years, are we to include two customer references for the overall resume, or is Sandy Springs requesting two customer references for each of the previous positions over the last 5 years? **Answer: Two customer references for each of the previous positions over the last five years.**
- Regarding the Fee Proposals -- We understand that we are to provide a stand-alone staffing and fee proposal for each department that we are proposing on and we will do so. However, when considering proposing on more than one department should we see an opportunity to create efficiency, if we were to be awarded more than one department would the City want to see that proposal? **Answer: No.** If so, will the City describe how it wishes to receive that proposal? **Answer: N/A**

I hereby acknowledge receipt of Addendum Number 2 for RFP #FC-FY19 City of Sandy Springs General Government Services Facilities Services and have incorporated the changes into my response for the above mentioned Request for Proposal.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ **STATE:** ____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL ADDRESS:** _____

SIGNATURE: _____ **DATE:** _____